I have received several inquiries concerning the Certified School Nurse responsibilities. The CSN also needs to abide by Chapter 21, attached.

The law states that a CSN's caseload shall not exceed 1500. Please see the attached and below from the Pennsylvania Public School Code.

§ 14-1402. Health services

(a.1) Every child of school age shall be provided with school nurse services: Provided, however, That the number of pupils under the care of each school nurse shall not exceed one thousand five hundred (1,500).

Please see the attached CSPG #80 School Nurse, the additional attachment from the Department of Education School Nurse, PA Public School Code Sections §14-1401 Definitions, “School Nurse,” section §14-1402 Health Services, Chapter 23 Sections §23.34 School Nurses and Subchapter B School Nurse Services, Duties of School Nurses §23.71- §23.79 (also see this information below from Chapter 23), and the attached Medication Manual pg. 11, Role of Certified School Nurse.

A CSN is the only person that may carry a caseload. Services provided to private schools are also counted under the CSN’s caseload. Prior to assigning a CSN a caseload, administration needs to take the following General Provisions and Duties of School Nurses under consideration and Mandated Services (please see attachment).

From Chapter 23, School Health. (I have also attached entire Chapter 23, School Health)

**§ 23.34.** **School nurses.**

The duties of school nurses shall be those assigned by the school district or joint school board which are exclusively connected with medical and dental school health activities. The technical content of the duties of the nurse shall be those prescribed by the Department of Health.

**GENERAL PROVISIONS**

**§ 23.53.** **Determination of pupils to be served.**

The school administrator, in determining the number of pupils to be served by a school nurse, shall consider the number of schools, distance between schools, travel difficulties and special health needs of the area.

**DUTIES OF SCHOOL NURSES**

**§ 23.71. Assist in health program and examining.**

(a) School nurses shall assist the school administrator and the school physicians and dentists in planning and organizing the school health program and shall encourage parents to have the required medical and dental examinations done by their family physicians and family dentists.

(b) School nurses shall schedule physical and dental examinations conducted in the school, assist at examinations, and arrange for special tests, examinations and immunization programs included in the school program for health services.

**§ 23.72. Maintenance of records.**

School nurses shall maintain comprehensive health records of each child and records of school nursing services.

**§ 23.73. Advise pupils, teachers and parents.**

School nurses shall advise pupils and teachers about the procedures of the health examination and shall encourage the attendance of parents at the time of examination.

**§ 23.74. Assist in interpreting health needs.**

School nurses shall assist in interpreting the health needs of individual children to parents and teachers and assist families to utilize community resources for improving the health of their children.

**§ 23.75. Provide information.**

School nurses shall provide current information for use of school personnel on such subjects as the growth and development pattern of children, first aid practice, accident prevention, communicable disease regulations, home nursing and civil defense, and shall assist in evaluating the content material used for health teaching, and offer assistance in providing sources of information.

**§ 23.76. Plan for environmental needs.**

School nurses shall plan with school administrative, maintenance and sanitation personnel for the environmental needs of the school group, and shall advise school officials of environmental adjustment necessary to meet the needs of the handicapped individual.

**§ 23.77. Assist in budget preparation.**

School nurses shall advise the school administrator in preparing a budget for the health program and facilities, and shall advise him on the financial needs for a program.

**§ 23.78. Coordinate the school health program with community programs.**

School nurses shall work with school health councils and community groups to coordinate the school health program with community health programs and to develop needed health services. This includes work with private physicians, dentists, and dental hygienists to coordinate private medical and dental examinations with the school program.

**§ 23.79. Provide first aid services.**

School nurses shall plan for first aid services and instruct personnel responsible for giving first aid.

In addition, please note that not all CSN’s carry a caseload of 1500. Some CSN’s may only carry a caseload of 300 or 500 students due to multi disability children, etc.

1. Can a CSN be employed part time to help cover student ratio? For example if you have 2000 students in a building, can you have 1 full time CSN and one part-time CSN?

There was a Pennsylvania court case (Mussari v. Lakeland School District) where a CSN was demoted from FT to PT based on declining enrollment. The Court found that the demotion violated Section 14-1402 of the Public School Code (please see attached) which specified a maximum 1500 to 1 ratio of students to school nurse.

When the part-time CSN isn’t in the district, those students would fall under the full-time CSN’s caseload. This would need to be reflected on the end of year report.

Please see the link below for the ANA and NASN, Scope And Standards of Practice, School Nursing 2nd Edition.

[http://www.nursesbooks.org/Homepage/Hot-off-the-Press/School-Nursing-Scope-and-Standards-of-Practice.aspx](https://exchangeone.methacton.org/owa/redir.aspx?C=c3b244df131a4181b196f6626a385cf6&URL=http%3a%2f%2fwww.nursesbooks.org%2fHomepage%2fHot-off-the-Press%2fSchool-Nursing-Scope-and-Standards-of-Practice.aspx)